



Authorization for Disclosure of Personal Information to a Third Party

I, _____, authorize UBC to
(Current Legal Name – Please Print)

disclose my personal information to:

(Name of Third Party) (Title)

(Organization/Company) (Phone/Cell)

I authorize UBC to disclose the following information: _____

(Please be specific)

I understand that when disclosed, the information in these records will be used for the following purpose: _____.

This consent becomes effective from the following date: _____
(DD/MM/YY)

Signature: _____

*UBC I.D.: _____

Date: _____
(DD/MM/YY)

*Date of Birth: _____

*Day Phone: _____

Please return the **signed** form to The University of British Columbia, to the attention of the **Freedom of Information Specialist** (see address on the back).

This form meets the requirements for consent in the *Freedom of Information and Protection of Privacy Act* and Regulations. You may rescind or amend your consent in writing at any time, except where action has been taken in reliance of this authorization.

* This information must be included. The UBC ID and DOB are needed to confirm your identity. We may also need to phone you for the same purpose or for other related enquiries.



How to Make a Freedom of Information Request

1. **All requests must be submitted** in writing, which may include letters, faxes, and emails.
2. **Requests for the applicant's** own personal information must be signed by the applicant (electronic or photocopied signatures are not acceptable) and must specify:
 - the type of personal information requested
 - the date on which the consent is effective and, if applicable, the date on which the consent expires
3. **Requests for third party** personal information must be accompanied by the signed authorization of the third party to release his or her information to the applicant – **electronic or photocopied signatures are not acceptable**. This authorization must specify:
 - to whom the personal information may be disclosed
 - the type of personal information for which the third party is providing consent for disclosure
 - the date on which the consent is effective and, if applicable, the date on which the consent expires
 - the purpose of the disclosure of the information
4. **The request must be for** access to records (recorded information). For example, "I request copies of any reports submitted to the Board of Governors relating to the renovation of the UBC library" is a valid FOI request because it is a request for records. However, "Why did UBC renovate the library?" is not a valid FOI request because it is not a request for records.
5. **FOI requests must provide** sufficient detail to enable an experienced employee of UBC, with a reasonable effort, to identify the records sought. Please keep in mind that any missing information may require requests for clarifications, which will delay the processing of your request and may also result in extra fees.
6. **Requests should include** the following contact information for the applicant:
 - current legal name
 - address
 - day-time telephone number
 - e-mail address

Requests should be sent to: **Freedom of Information Specialist**

The University of British Columbia, Office of University Counsel
6328 Memorial Road, Vancouver, BC V6T 1Z2
Fax: 604-822-8731 access.and.privacy@ubc.ca

Commonly Requested Records

1. **Student Academic Records:** If you make an FOI request for student academic or educational records, UBC will consider this request to be for the student transcript, which contains the complete academic history of a student. Student transcripts are routinely available for a fee from Enrolment Services. If you require any records in addition to the student transcript, you must request them from the Office of the University Counsel by providing the following details:
 - the specific additional records requested about a student and, if possible, the department in which those records are located
 - the student's complete legal name, and any alternate forms of the name that may appear in UBC's files
 - UBC Student ID number
 - date of birth
 - status (undergraduate, graduate, continuing studies, etc.)
 - degree achieved or program being attended
 - an authorization signed by the student
2. **Student Health Records:** Most student health records at UBC may be requested directly from the student health unit involved, which may be either UBC Student Health Services or UBC Counselling Services.

Note: The UBC Hospital is not part of UBC. Its health records may be requested from the Vancouver Coastal Health Authority at 604.736.2033.
3. **Employment Records:** Faculty and staff members can make a routine access request to review their personnel files at Faculty Relations or at Human Resources. If you need to request employment records through the FOI process, provide the following details:
 - the employee's complete legal name, and any alternate forms of the name that may appear in UBC's files
 - UBC Employee ID number
 - date of birth
 - current or last place of work at UBC
 - for student employment records, the job program under which the job placement was made.
 - an authorization signed by the employee

Please **DO NOT** include Social Insurance Numbers in any type of FOI request.